



# Michigan State Youth Soccer Association

## Instructions for Completing CDC Heads Up in GotSport

The CDC Heads Up Concussion training must be completed every 3 years.

1. Log in to your account: [system.gotsport.com](http://system.gotsport.com)
  - If you have an account but do not have your password, use the [Password Reset tool](#) (enter the email address associated with your account)
  - If you have issues logging into your GotSport account, contact your Club Administrator.

**Sign In To Your Account**

Email/UserID


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Password

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[Log In](#)

[Forgot Password?](#)

2. In the top-right corner of your screen, click the 'Profile' icon.  This will take you to your Account Dashboard:



**Joseph Coach**


joecoach@gotsport1.com

[Edit](#)


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<b>DOB</b>	01/01/2003	<b>Phone</b>	555-555-5555
<b>Address</b>	9401 General Drive Suite 120 Plymouth, MI 48170 US	<b>Mobile Phone Number</b>	

[View Full Profile](#)

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[Referee](#)


3. View the Requirements associated with your Club(s) & Role(s). Find **Heads Up** and click 'More Info' along the right side



**Michigan Test Club Account**

MI, US

Role	Level	Affiliate	USYS Requirements	Rolling	20/21	21/22	
referee			<b>Heads Up</b>	<a href="#">Required</a>			<a href="#">More Info</a>
			<b>Safe Sport</b>	<a href="#">Required</a>			<a href="#">More Info</a>
			<b>Background Check</b>	<a href="#">Required</a>			<a href="#">More Info</a>



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## 4. Click Launch Heads Up

Launch Heads Up

- Note: If you already have a CDC Heads Up certification associated with your account, you may not need to complete the training at this time. You can review your Report History to determine if/when you need to renew your CDC Heads Up certification.

Report History				
ID	Date Submitted	Date Completed	Updated	Status

## 5. A module should open on your screen. Click Start Training

Start Training

- Proceed through the video training. Note: You should complete the training in a single 'sitting.' Stopping the training prior to completion means you may need to start over from the beginning.
- After Lesson 5 of the training, you will be redirected back to the Heads Up Requirement of your GotSport account. Your status should update to Approved if you successfully finished the training. Note: The post-training 'quiz' is not required.
- Return to your Account Dashboard by clicking the Profile icon in the top-right corner of your screen. Your CDC Heads Up Requirement should now be Fulfilled, and the word "Heads Up" should now be a green, clickable link. Click on the green "Heads Up" text under your Requirements in order to save/download a copy of your certificate.

Heads Up	Approved	Fulfilled	More Info
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Updated 6/18/2021